

### **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

### **TO BE CONSIDERED**

Highly qualified candidates are invited to submit a statement of interest, a writing sample and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include ALL of the following:

1. Candidate's ability to meet the requirements as stated in the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.
2. Organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Please submit statement of interest, writing sample, resume, and supporting documents to:

**Barbara Aldana**  
**Executive Office of the Board of Supervisors**  
**HUMAN RESOURCES DIVISION**  
**Kenneth Hahn Hall of Administration**  
**500 West Temple Street, Room 374**  
**Los Angeles, CA 90012**  
**Phone: (213) 974-1421**  
**Fax: (213) 626-1398**  
**E-mail: bcastaneda@bos.lacounty.gov**

### **COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM**

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

### **SPECIAL INFORMATION**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 974-9744 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

### **EMPLOYMENT ELIGIBILITY INFORMATION**

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

### **SOCIAL SECURITY ACT OF 2004**

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may be downloaded from the **EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS** website at: <http://bos.co.la.ca.us>.  
The County of Los Angeles is an Equal Opportunity Employer

# **THE COUNTY OF LOS ANGELES**

## **EXECUTIVE OFFICE of the BOARD OF SUPERVISORS**

Invites Resumes For:

### **DEPUTY EXECUTIVE OFFICER, BOS (UNCLASSIFIED)**



**Filing period: October 3, 2011- UNTIL NEEDS ARE MET**

**Annual Salary: \$99,523 - \$150,637  
(MAPP R12)**

### **BOARD OF SUPERVISORS**

**GLORIA MOLINA**  
**MARK RIDLEY-THOMAS**  
**ZEV YAROSLAVSKY**  
**DON KNABE**  
**MICHAEL D. ANTONOVICH**

**FIRST DISTRICT**  
**SECOND DISTRICT**  
**THIRD DISTRICT**  
**FOURTH DISTRICT**  
**FIFTH DISTRICT**

**RESTRICTED TO EMPLOYEES OF THE  
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

## **THE COUNTY OF LOS ANGELES**

With a population of approximately 10 million people, Los Angeles County has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. Department heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and six appointed positions (Auditor Controller, County Counsel, Department of Children and Family Services, Fire Chief, Executive Officer of the Board of Supervisors and Probation Department).

The County has an annual budget in excess of \$24 billion, and 36 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

## **THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors, including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program.

The Department has a budget of \$130.6 million and includes funding for approximately 330 budgeted positions.

## **THE POSITION**

This one position is unclassified and reports directly to the Chief Deputy Executive Officer. It is distinguished by its executive, management, and administrative responsibility for assisting in the overall management of the Executive Office, and for interpreting laws, regulations, and policies affecting the activities of the Executive Officer to other County departments, governmental agencies, the communications media, and public. Incumbents must have knowledge, skills, and abilities required to work effectively with County

departments, interested public, private and other organized groups, and representatives of the media.

## **EXAMPLES OF DUTIES**

The Deputy Executive Officer's duties include, but are not limited to, the following:

Assists in the administration of the Executive Office of the Board of Supervisors, including planning and developing division policies and procedures, planning and directing the development and control of division budgets, directing, monitoring and evaluating the work of subordinate managers, participating in the development of departmental policies and procedures, establishing and maintaining effective relationships with County departments, representing the Executive Office to individual members of the public as well as to public and private organizations that do business with the Executive Office.

Oversees performance measures for Executive Office, including advising managers in Executive Office divisions in the identification of appropriate performance measures, directing staff responsible for supervising, the collection of performance measures from divisions for consolidated reporting, the publishing consolidated performance measures reports, the performance of trending and outcome analysis and the preparation of performance measures report for the yearly budget process and for other management reports.

Oversees the strategic planning process for Executive Office, including assisting the department in the formulation of departmental goals, objectives, policies, and processes, directs and manages staff responsible for supervising, the recording and documentation of strategic plan objectives and supporting information, the monitoring and collection of milestone completion status information from project teams for consolidated reporting and the publishing of strategic objective status information.

Oversees project management for the Executive Office, including directing and managing the Executive Office project management organization (PMO), providing expertise and training to PMO staff who act as project managers for strategic objectives and other Executive Office projects and directing and managing staff responsible for supervising project managers who provide expertise and training to Executive Office managers and staff who participate as stakeholders/members on project teams.

Oversees conflict of interest/statement of economic interest filing and reporting, including directing the activities of the division through the division chief who manages staff that, create codes appropriate to the various entities which are required to report through the Executive Officer, receive and process Form 700 statements of economic interest, provide training and information to the officials who are required to report through the Executive Officer, receive and process post-

government registration and reporting, create and publish reports and respond to public record requests related to statements of economic interest and reports violations to the California State Fair Political Practices Commission.

Oversees lobbyist registration and reporting, including directing the activities of the division through the division chief responsible for managing staff that, receive and process registration documents for individual lobbyists, lobbying firms, and lobbyist employers, receive and process termination of registration for individual lobbyists, lobbying firms, and lobbyist employers, create and publish reports and respond to public record requests related to lobbyist activities and collect fees and financial penalties related to lobbyist registration and late filings.

Oversees Los Angeles County Employee Retirement Association (LACERA) election process, including directing the activities of the division through the division chief responsible for managing staff who work with County election coordinators to monitor the election process, verify seats up for election through Committee Books, Board of Investments, Board of Retirement, and the LACERA, administer the random drawing for determining candidate placement on ballot(s), coordinate the entire election process with the Registrar-Recorder and LACERA, receive and post candidate's statements, train County election coordinators, investigate and report on complaints related to the election process, and receive, distribute and post election results.

## **MINIMUM REQUIREMENTS**

Three years of experience in an administrative capacity, one year of which must have included experience supervising staff engaged in the preparation of weekly meeting agendas, preparation of communication of actions taken by legislative or administrative bodies, maintenance of database and storage of records, or technical and administrative support functions.

## **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## **DESIRABLE QUALIFICATIONS**

- Demonstrated skills and ability to effectively analyze and manage highly complex issues.
- Experience directing and evaluating staff through subordinate managers.
- Demonstrated ability to establish and maintain liaison with legislative bodies, governmental agencies, County departments, the public and other outside jurisdiction.
- Demonstrated leadership skills and ability to handle multiple, highly sensitive programs and priorities

concurrently.

- Knowledge of government process at the local, State or federal level.
- Strong written, communication and oral presentation skills.

## **COMPENSATION & BENEFITS**

### **COMPENSATION**

#### **ANNUAL SALARY – \$99,523 - \$150,637**

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R-12. The successful candidate may be appointed to any salary within the range, depending on qualifications.

### **BENEFITS**

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

Retirement Plan – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.

Cafeteria Benefit Plan – The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Flexible Spending Accounts – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – 11 paid days per year.